Leave/Overtime Requests For Employees

This presentation covers the following:

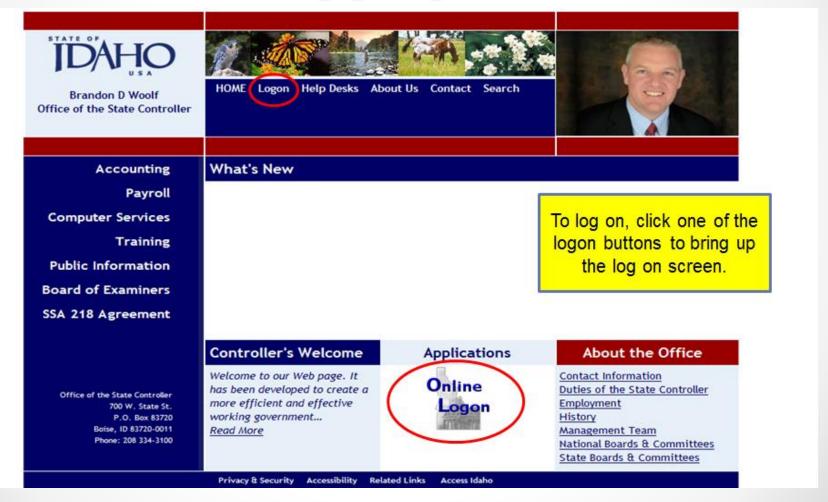
- Leave/Overtime Request Basic Information
- Creating a Leave/Overtime Request
 - Leave Request
 - Overtime Request
- Viewing a Leave/Overtime Request
- Accessing an Archived Leave/Overtime Request

Note: each agenda item is linked to its position within the presentation. If you would like to skip ahead or review a specific action, click on the links above.

Leave/Overtime Request: Basic Information

- This presentation applies only to agencies that have signed up to use the Leave/Overtime Request feature.
- It is best to submit only one request per pay period. The request can be edited as many times as needed until it is submitted for payroll.
- Your approver will receive an e-mail notification when you submit your leave/overtime request letting them know that a request is awaiting their action.
- Your time sheet cannot be submitted unless all leave/overtime requests have been approved. Your supervisor will receive an email message stating that their immediate action is required every time you attempt to submit your time sheet while there is a leave/overtime request awaiting approval.
- Leave balances on the time sheet and leave/overtime request will only be accurate as of the last payroll processed.

Leave/Overtime Request: Logging On



Application Selection Menu

You will only be able to access those applications you have been authorized to use.

If you do not have authorization to enter an application that you wish to,

contact your agency security administrator.

Change Password

Log Off

Change Question/Answer

Welcome:

Declare State Surplus Property

Board of Examiners

Declare State Surplus Property

Employee Self Service

Medical and Dental Enrollment, FSA, Direct Deposit,

Address, Deductions

Form W-2

Employee Form W-2

GAAP Closing Packages

Agency FYE Accrual Entries for the

State Comprehensive Annual Financial Report

<u>IBIS</u>

Idaho Business Intelligence System

I-TIME

Idano Employee Time Entry System

Online Reporting

Agency Financial and Payroll Reports

Pay Stubs

Employee Pay Stubs

Statewide Accounting System

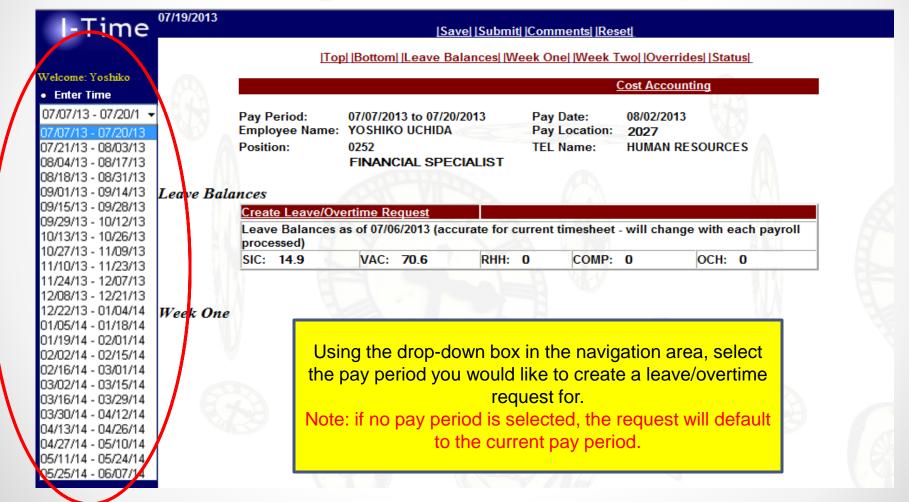
Adjustments, Budgetary, Cash Receipts, P-Card,

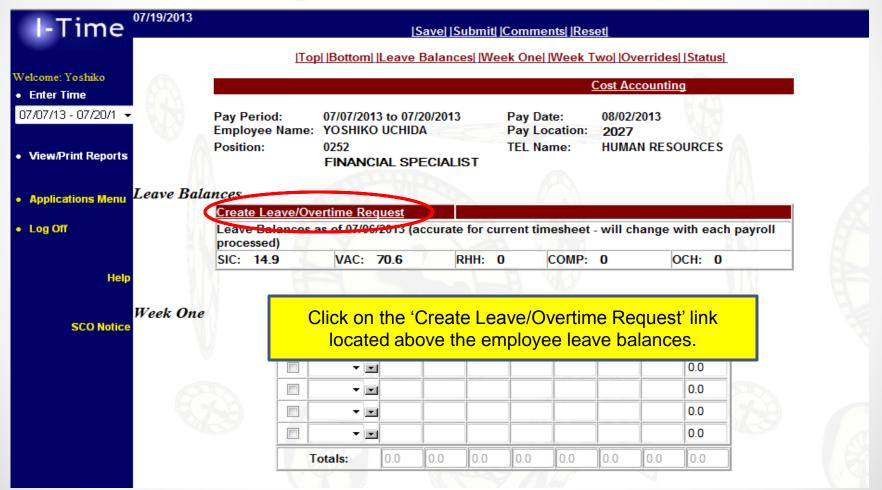
Payment Services, Req-PO, Travel

Reimbursement, Vendor Maintenance,

Vendor Remittance

Once you have logged on to the SCO Web site, you will be directed to the Application Selection Menu. Click on 'I-TIME' to get started.







			Leave	/Overtime	Reque	est		
<u>Sa</u>				<u>Submit</u>			<u>Cancel</u>	
		ee Name:	YOSI	HIKO Y UCHIDA				
	Pay Pe	riod:	07/07	/2013 to 07/20	0/2013			
	proces	sed)	7/06/2013 (accu	rate for current	timesheet -	will change with each payr	oll	
	SIC: 1	4.9 VA	C: 70.6	RHH: 0	COMP: 0	OCri. 0		
Fime O			ites		Time F	Range		
			ld/yyyy)					
Time Co	ode	From Date	To Date	Start Time		End Time		
-					am pm	⊚ am ⊚ pm		
Week 1								
Select to	Select Edit	The following fields must be completed in the 'Time Off Requested' section: Time Code, From and To Date, Start and End Time and						
Delete	Edit	section: Tir	ne Code, F	rom and To	Date, Sta	rt and End Time and	113	
Veek 2		section: Tir	ne Code, F	rom and To	Date, Sta		113	

Time Off Requested

Add Hrs		ates (dd/yyyy)	Time Range			
Time Code	From Date	To Date	Start Time	End Time		
-			am pm	◎ am ◎ pm		

Includes Lunches	□ 1.5 br □ 1 br	@ 1/2 br ◎ No
Illulues Lullules	1.5 nr 0 1 nr	○ 1/2 nr ● No



Time Code: select a time code from the drop down box. The available time codes are determined by your agency.

Dates: The date can be typed directly into the boxes; or clicking on the 'From Date' and 'To Date' will bring up a calendar from which the dates can be selected.

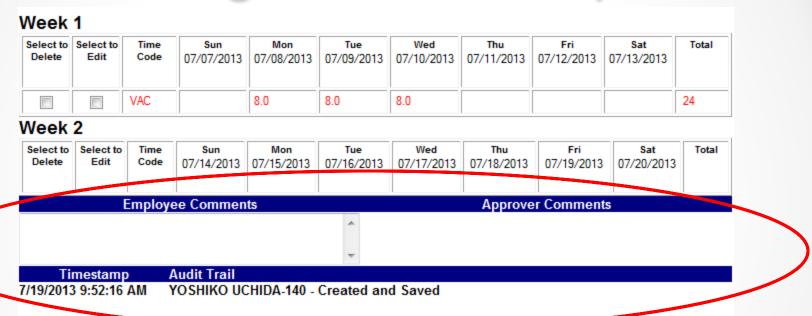
Time Range: time can be typed directly into the boxes; or clicking on the 'Start Time' and 'End Time' links will open a time selection box. Time will be in 15 minute increments. **Lunch**: select if the time includes a lunch period.

Time		<u>X</u>
12:15	12:30	12:45
1:15	1:30	1:45
2:15	2:30	2:45
3:15	3:30	3:45
4:15	4:30	4:45
5:15	5:30	5:45
6:15	6:30	6:45
7:15	7:30	7:45
8:15	8:30	8:45
9:15	9:30	9:45
10:15	10:30	10:45
11:15	11:30	11:45
	1:15 2:15 3:15 4:15 5:15 6:15 7:15 8:15 9:15	12:15 12:30 1:15 1:30 2:15 2:30 3:15 3:30 4:15 4:30 5:15 5:30 6:15 6:30 7:15 7:30 8:15 8:30 9:15 9:30 10:15 10:30

Time Off Requested Dates Time Range Add Hrs (mm/dd/yyyy) Time Code From Date Start Time End Time To Date VAC ▼ 07/08/2013 07/10/2013 08:00 05:00 am pm am o pm Includes Lunches 1.5 hr 1.5 hr 1/2 hr No Once the required fields have been completed, click 'Add Hours' to populate the time sheet below. Week 1 Fri Select to Select to Time Code Sun Mon Tue Wed Thu Sat Total Delete Edit 07/12/2013 07/13/2013 07/07/2013 07/08/2013 07/09/2013 07/10/2013 07/11/2013 Week 2 Select to Select to Mon Tue Wed Thu Fri Sat Total Time Sun Delete Edit Code 07/14/2013 07/15/2013 07/16/2013 07/17/2013 07/18/2013 07/19/2013 07/20/2013 **Employee Comments** Approver Comments

dd H	rs		Dates (mm/dd/yy	уу)		Time	e Range			
ime Code From Date		ate To	<u>Date</u>	Start Tim	<u>ne</u>	End Tim	<u>e</u>			
•	▼							m		
'AC 07/0	08/2013-0	07/10/201	3 08:00 am	- 05:00 pm	Lunch=1	Week 2	2 of the tir bmitted, a prover wit	me sheet an email v h the sum	display in Once th will be sen nmary info	e reque It to the Irmation
							display	ed in the	center are	a.
Veek 1									center are	ea.
Veek 1 Select to Delete	Select to Edit	Time Code	Sun 07/07/2013	Mon 07/08/2013	Tue 07/09/2013	Wed 07/10/2013	Thu 07/11/2013	ed in the Fri 07/12/2013	sat 07/13/2013	Total
Select to	Select to	Time Code					Thu	Fri	Sat	
Select to Delete	Select to Edit			07/08/2013	07/09/2013	07/10/2013	Thu	Fri	Sat	Total
Select to Delete	Select to Edit			07/08/2013	07/09/2013	07/10/2013	Thu	Fri	Sat	Total
Select to Delete Veek 2 Select to	Select to Edit	VAC Time Code	07/07/2013	07/08/2013 8.0 Mon 07/15/2013	07/09/2013 8.0	07/10/2013 8.0	Thu 07/11/2013 Thu 07/18/2013	Fri 07/12/2013 Fri	Sat 07/13/2013 Sat 07/20/2013	Total 24

Time O	ff Requ	uested											
Add H	rs		Dates (mm/dd/y			Time	e Range						
Time Co	Code From Date To			o Date	Start Tim	<u>ne</u>	End Tim	<u>ne</u>					
						am pr	○ pm ○ am ○ pm						
Includes L	unches	○ 1.5 hr (1 hr 🔘 1/2	he @ No									
VAC 07/0 Week 1		07/10/201	3 08:00 am	time in V	Week 1 of time in e: please	r Week 2, specific v only use	, click on veek, clic one leav	times as r 'Select to k 'Select to e request delay the	Edit'. To to Delete' per pay p	delete t period.			
Select to	Select to	Time Code	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total			
Delete	Edit		07/07/2013		07/09/2013	07/10/2013	07/11/2013	07/12/2013	07/13/2013				
		VAC		8.0	8.0	8.0				24			
Week 2	!												
Select to Delete	Select to Edit	Time Code	Sun 07/14/2013	Mon 07/15/2013	Tue 07/16/2013	Wed 07/17/2013	Thu 07/18/2013	Fri 07/19/2013	Sat 07/20/2013	Total			
		Employee	Comment	ts			Approve	er Comments	S				
					* *								



Employee Comments can be made at the bottom of the request.

Approver Comments can be viewed once the form has been sent to the approver (if the approver adds comments).

The **Audit Trail** documents each action taken on the request.

The **Timestamp** area documents when an action was taken and by whom.

Note: most agencies prefer that employee comments be submitted with any leave request.

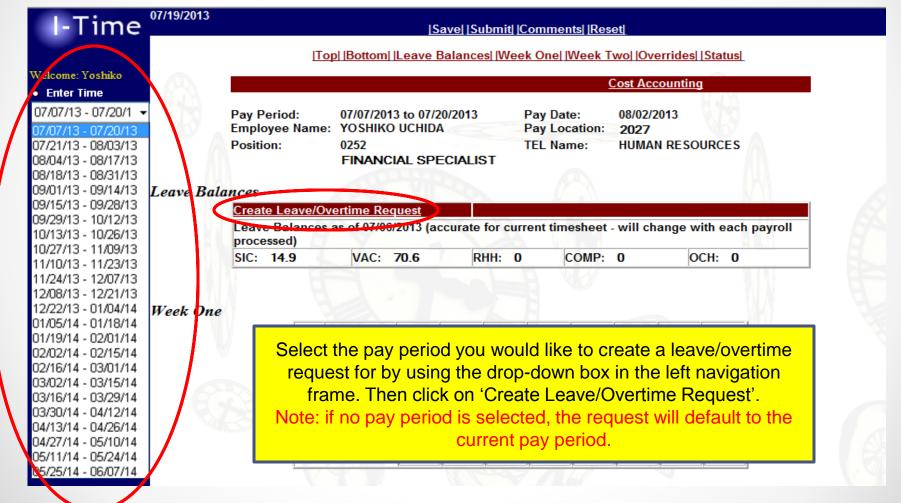
	Leave/Overtime Request									
<u>ive</u>		<u>Submit</u>			<u>Cance</u>					
Employee Name:	YOSHI	KO Y UCHIDA								
Pay Period:	07/21/2	013 to 08/0	3/2013							
Leave Balances as	of 07/06/2013 (accura	ate for current	timesheet - will cl	nange with each pay	yroll					
processed)										

Once the request form has been completed, select one of the following options from the top of the page:

Save: will save all changes made to the leave/overtime request form in a draft status to allow edits or additions at a later time. Selecting 'Save' will not send an email notification to the approver.

Submit: will save all changes made to the leave/overtime request and send an email notification to the approver for review.

Cancel: will cancel out of the leave/overtime request without saving the changes.



				Leave/0	Overtim	ie Requ	ıest			
Sa	<u>ve</u>				Submit				Canc	<u>el</u>
	Employ	ee Name:		YOSHII	KO Y UCHIDA	A				
	Pay Per	iod:		07/21/2	013 to 08	/03/2013				
	Leave Balances as of 07/06/2013 (accurate for current timesheet - will change with each payroll processed)									
	SIC: 14	1.9	VAC: 7	0.6	RHH: 0	COMP:	0	OCH: 0		
Leav	e Requ	uest	Overtim	e Reque	st					
Week 1	I			Sele	<mark>ct 'Overti</mark>	<mark>me Requ</mark>	<mark>est' to cre</mark>	ate an ov	<mark>ertime re</mark>	quest.
Select to Delete	Select to Edit	Time Code	Sun 07/21/2013	Mon 07/22/2013	Tue 07/23/2013	Wed 07/24/2013	Thu 07/25/2013	Fri 07/26/2013	Sat 07/27/2013	Total
Week 2	2									
Select to Delete	Select to Edit	Time Code	Sun 07/28/2013	Mon 07/29/2013	Tue 07/30/2013	Wed 07/31/2013	Thu 08/01/2013	Fri 08/02/2013	Sat 08/03/2013	Total
		Employee	Comments				Approve	r Comments		
					<u></u>					
Tir	nestamp	Au	dit Trail							

		Leave/	Overtime	Reque	est		
<u>Save</u>			<u>Submit</u>				Cance
Empl	oyee Name:	YOSH	HKO Y UCHIDA				
Pay F	Period:	07/21/	/2013 to 08/03/2	013			
	e Balances as of essed)	07/06/2013 (accur	rate for current tin	nesheet - v	will chang	e with eac	ch payroll
SIC:	14.9	AC: 70.6	RHH: 0	COMP. 0		OCH: 0	
vertime W	orked	Dates	RHH: 0	Time F	Range	OCH: 0	
vertime W	orked	Dates	RHH: 0 Start Time		Range End Time		

Filling out an overtime request is similar to filling out a leave request except time codes and lunch hour options are not available on an overtime request. Fill in the dates and times for the request and click on 'Add Hrs'.

Note: since you cannot include your lunch hour in the request, you will need to subtract any break/meal times taken from the total time of the request. For example, if you worked from 8am to 5pm on a Saturday but took a hour lunch, enter your time worked as 8am to 4pm to account for the hour lunch.

Overtime Worked Time Range Dates Add Hrs (mm/dd/yyyy) To Date Start Time End Time From Date XXX will default as the time code and the hours will appear in Week 1 or Week 2 of the time sheet. Once the request is submitted, XXX 07/27/2013-07/27/2013 08:00 am - 04:00 pm an e-mail notification will be sent to the approver with the summary information displayed in the center area. Week 1 Select to Select to Time Code Sun Mon Tue Wed Total Delete Edit 07/21/2013 07/22/2013 07/23/2013 07/24/2013 07/25/2013 07/26/2013 07/27/2013 XXX 8.0 8 Week 2 Select to Select to Time Sun Mon Tue Wed Thu Fri Sat Total Delete Edit Code 07/28/2013 07/29/2013 07/30/2013 07/31/2013 08/01/2013 08/02/2013 08/03/2013 **Employee Comments** Approver Comments Came in on Saturday and worked 8 hours of overtime on project XXX888

Leave/Overtime Request								
<u>ave</u>		Submit						
Employee Name:	Y09	SHIKO Y UCHIDA						
Pay Period:	07/2	1/2013 to 08/0	3/2013					
Leave Balances as processed)	of 07/06/2013 (acc	urate for current	timesheet - will cl	hange with each payroll				
SIC: 14.9	VAC: 70.6	RHH: 0	COMP: 0	OCH: 0				

Once the form has been created, select one of the following options from the top of the form:

Save: will save all changes made to the leave/overtime request in a draft status to allow edits or additions at a later time. Selecting 'Save' will not send an email notification to the approver.

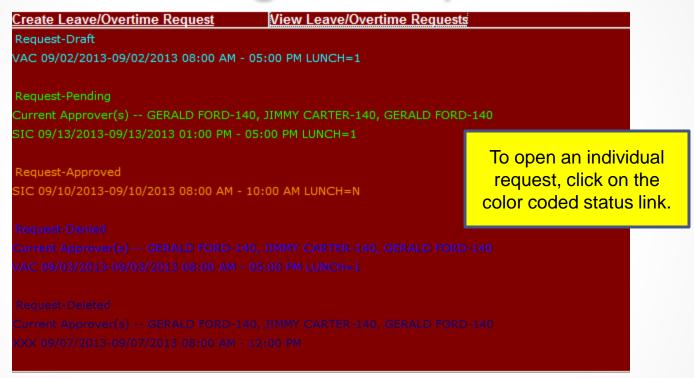
Submit: will save all changes made to the leave/overtime request and send an e-mail notification to the approver for review.

Cancel: will cancel out of the leave/overtime request without saving the changes.

Leave/Overtime Requests: Viewing a Request



Leave/Overtime Requests: Viewing a Request



Note: leave requests are color-coded according to status. An e-mail notification is generated to the employee when the leave/overtime request is approved, deleted or denied by the approver.

Leave/Overtime Requests: Viewing a Request

Leave/Overtime Request

Edit Cancel Delete

Employee Name: YOSHIKO Y UCHIDA Pay Period: 09/01/2013 to 09/14/2013

Leave Balances as of 07/06/2013 (accurate for current timesheet - will change with each payroll

processed)

SIC: 14.9 VAC: 70.6 RHH: 0 COMP: 0 OCH: 0

Leave Summary

SIC 09/13/2013-09/13/2

Week 1

Time Code	Sun 09/01/2013

Once a leave/overtime request has been opened, the options of edit, cancel and delete are displayed. If edit is chosen, the request will need to go back through the appropriate approval processes when resubmitted

Note: a leave/overtime request can be edited by the employee until the time sheet has been reviewed or approved for payroll.

Week 2

Time Code	Sun 09/08/2013	Mon 09/09/2013	Tue 09/10/2013	Wed 09/11/2013	Thu 09/12/2013	Fri 09/13/2013	Sat 09/14/2013	Total
SIC						3.0		
	0.0	0.0	0.0	0.0	0.0	3.0	0.0	3.0

Leave/Overtime Requests: Submitting Time

|Top||Bottom|



 Submit failed! Your timesheet cannot be submitted because you have unapproved leave/overtime requests.

An email has been sent to the appropriate approvers.

There has been an error processing your request.

Please contact your Central Payroll Officer (CPO) for help.

Note: upon submission of the time sheet, the above error message will display if any leave/overtime request(s) have not been approved. An e-mail message will be automatically sent to the approver stating that their immediate action is required.

Leave/Overtime Requests: Submitting Time

|Top||Bottom|



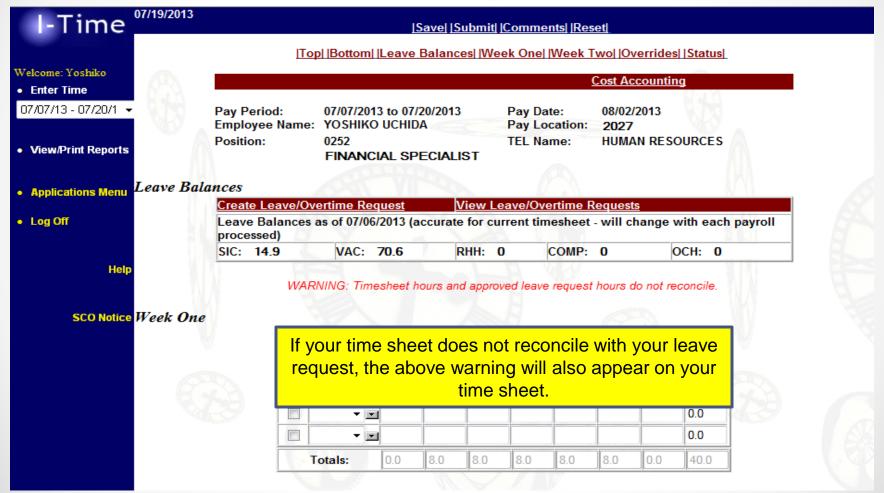
Submit failed! The time on your time sheet does not reconcile with your approved leave requests. If you have unapproved leave requests an email has been sent to the appropriate approvers. If your leave requests are all approved you will need to edit the time sheet and correct the problem.

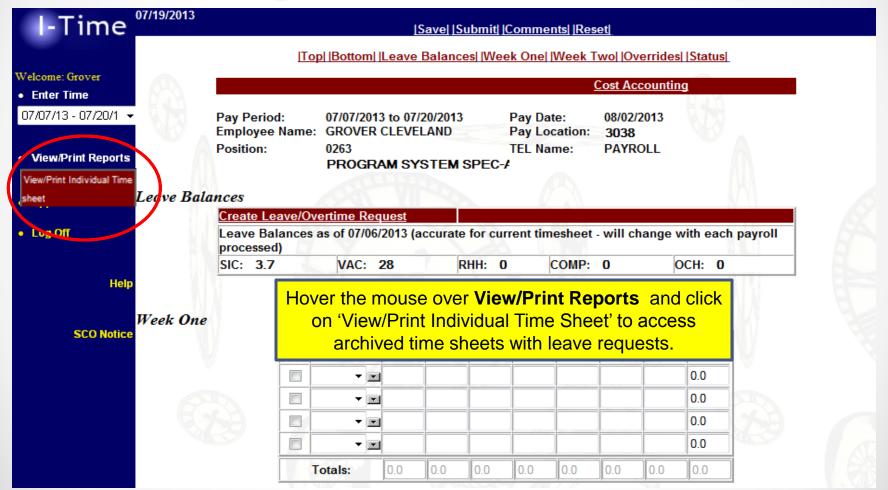
There has been an error processing your request.

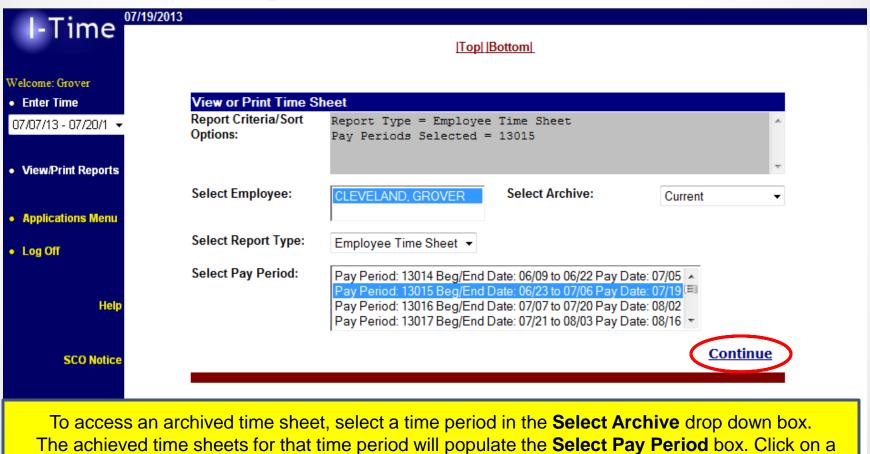
Please contact your Central Payroll Officer (CPO) for help.

Note: if the time sheet does not reconcile with the leave request(s), the above error message will display when the time sheet is submitted. When reconciling the time sheet to the leave request, the system compares dates, hours and time codes. Overtime requests reconcile dates, hours and time codes with the time sheet.

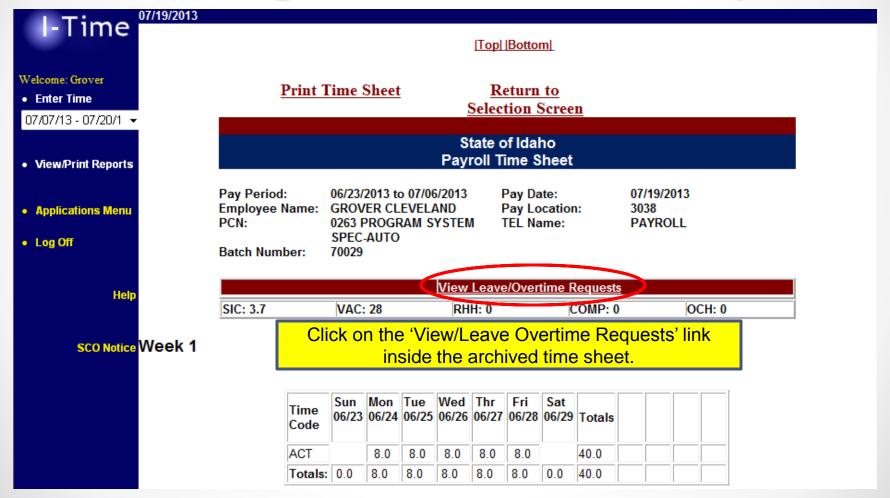
Leave/Overtime Requests: Submitting Time

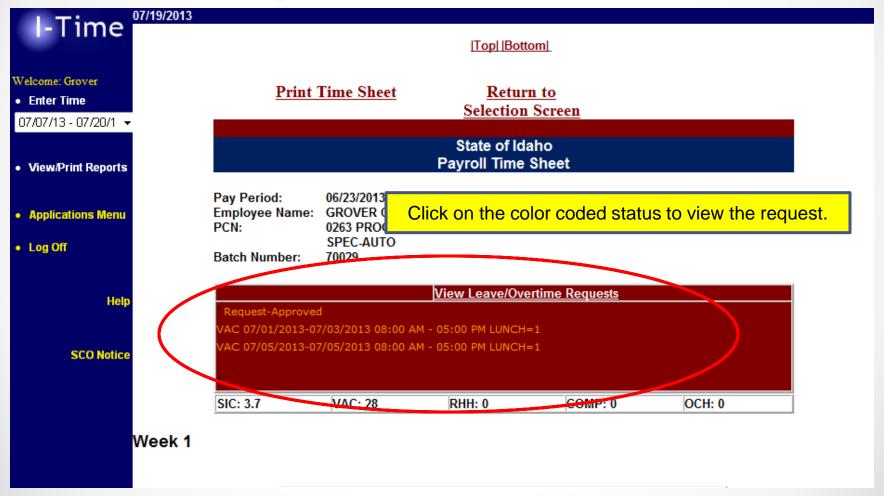






pay period and click 'Continue' to view that time sheet.





Leave/Overtime Request

Cancel

Employee Name: Pay Period: GROVER G CLEVELAND 06/23/2013 to 07/06/2013

Leave Summary

Click 'Cancel' after viewing.

VAC 07/01/2013-07/03/2013 08:00 AM - 05:00 PM LUNCH=1 VAC 07/05/2013-07/05/2013 08:00 AM - 05:00 PM LUNCH=1

Week 1

Time Code	Sun 06/23/2013	Mon 06/24/2013	Tue 06/25/2013	Wed 06/26/2013	Thu 06/27/2013	Fri 06/28/2013	Sat 06/29/2013	Total
	-							
	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Week 2

Time Code	Sun 06/30/2013	Mon 07/01/2013	Tue 07/02/2013	Wed 07/03/2013	Thu 07/04/2013	Fri 07/05/2013	Sat 07/06/2013	Total			
VAC		8.0	8.0	8.0							
VAC						8.0					
	0.0	8.0	8.0	8.0	0.0	8.0	0.0	32.0			

Employee Comments

Approver Comments

TAKING TIME OFF TO CAMP OVER THE HOLIDAY.

Thank You for Participating!

If you have additional questions that were not included in this online session, please utilize the following options:

- Access the help button in I-TIME
- Contact your local payroll office or
- E-mail the DSP Help Desk at <u>dsphelp@sco.idaho.gov</u>
- For questions regarding this PowerPoint or for training needs, please contact <u>dsptrainer@sco.idaho.gov</u>